

APPENDIX C - PASSENGER/TROOP CARRYING PROCEDURES

1.1 - PLANNING –

1. Operations involving the handling of personnel must be planned with the same considerations as that of cargo outlined in Appendix E. In addition, the following factors must be considered:
2. Each passenger must have a seat belt.
3. Personal items of equipment not attached to the body must be secured.
4. Weapons may be carried in-hand, but must be unloaded with bolts to rear.
5. While on-loading and off-loading personnel, safety from rotors and other aircraft must be assured.
6. Noise attenuation devices must be used by all personnel.

1.2 - PERSONNEL BRIEFINGS –

The pilot-in-command is responsible for assuring that all passengers are briefed before every flight. Personnel safety in and around the aircraft will be stressed, as well as criteria to be taken in the event of an emergency.

1.3 - LOADING/UNLOADING –

Personnel may be loaded or unloaded with engines/rotors running provided they have been properly briefed. Keeping personnel organized and away from propellers/rotors must be a prime consideration.

1.4 - REFUELING –

1. All personnel must off-load the aircraft prior to any refueling operation and remain clear of the aircraft by at least one hundred feet while the operation is in progress.
2. All crew members must undergo a safety briefing prior to conduct of such operations. The briefing will be presented by the Operations Officer, or his appointed representative and cover all aspects of normal flight plus items relative to cargo operations not normally encountered.

1.5 - PERFORMING THE MISSION –

1. Plans developed for the operation must be strictly adhered to, unless a decision is made by the pilot-in-command to deviate due to unforeseen circumstances, and all personnel involved in the operation have been notified of the change.
2. Loads must be inspected for security after loading and just prior to take-off. If enroute stops are to be made, inspection will be conducted at each stop.
3. Routing planned must be followed unless deviations are essential and coordinated with all personnel involved. Flights over gatherings of people or buildings will be avoided at all times with sling loads.
4. Every normal consideration must be made for landing, plus additional measures to be taken with the load, such as:
 - Aircraft gross weight.
 - Surrounding terrain.
 - Obstacles.

- Density altitude.
- Off-loading requirements.

1.6 - MISSION COMPLETION –

Upon completion of the flight mission, post flight must be conducted more carefully than normal, due to the additional stresses imposed on the aircraft. Items of equipment used must also be inspected and properly stored, such as slings, hooks, etc.

1.7 - VIP FLIGHTS –

1. PC will ensure aircraft is preflighted and determined mission ready a minimum of one hour prior to start time.
2. Pilots will arrive at the pick-up point thirty minutes prior to the scheduled departure time.
3. Crew chiefs are required on all flights carrying General Officers in utility helicopters. Exceptions must be approved by the Facility or Unit Commander.

1.8 - PASSENGER FLIGHTS –

(Ref DOD 4515.13R and NGR 95-3).

1. Passengers will not be transported in aircraft during maintenance or test flights, formation flying, and hazardous training flights such as terrain flights, maximum performance take-off and landing, engine out operations, practice autorotations, practice forced landing or practice pinnacle operations, etc.
2. Non-military personnel authorized to fly in aircraft will execute a release form as described in NGR 95-3 prior to the flight. Release forms will be completed in duplicate and signed and filed with Flight Operations.
3. Before a pilot is considered qualified to transport passengers, he/she must meet all qualifications prescribed in appropriate aircraft ATM and CA Regulations.
4. Units receiving missions from competent authority will ensure that all passengers are authorized to be transported in NG aircraft in accordance with DOD 4515.13R and NGR 95-3. Manifests will be checked as passengers arrive for the scheduled flight. Civilian personnel not appearing on the manifest must possess official orders authorizing travel by military aircraft. Military personnel not appearing on the manifest may travel upon displaying proper identification and are otherwise authorized to fly.
5. Non-crew member's names will not be placed on DA Form 2408-12.

1.9 - PERSONNEL AUTHORIZED TO OPERATE ARMY AIRCRAFT –

Personnel authorized to operate Army will do so IAW Chapter 2 of AR 95-1 and NGR 95-1.

1.10 - TROOP CARRYING MISSION –

1.10.1 - AMC WILL ENSURE THAT –

1. Each PC of aircraft in his/her flight is qualified and proficient in flight technique.
2. Brief each crew on the weather, flight plan, and other related information.
3. Ensure that each aircraft has necessary maps and charts.
4. Make sure that each aviator has a current instrument qualification in the aircraft category if any part of the flight is to be conducted under IFR.

5. Ensure that each aviator is briefed on inadvertent IMC procedures.
6. Ensure that intercommunications systems are operational.

1.10.2 - THE PC WILL ENSURE THAT –

1. The number of occupants of the aircraft does not exceed the number of seats and seat belts.
2. Each occupant is familiar with the use and operations of seat belts and is seated and is using a seat belt during landing and take-offs or during turbulence.
3. The Adjutant General (TAG) CA ARNG or his/her designated representative may waive the seat requirement when conducting parachute drops, life or death missions, rappelling, or water insertions/extractions.

1.11 - WEAPONS –

1. Live or bank ammunitions will not be loaded in any weapon while being transported.
2. The muzzle of the weapon will be pointed downward at all times.
3. See Chapter 3 of this SOP.